Career Opportunities System (COS)

Agency Level 1 and 2 eLink

DCO
Division of Career Opportunities

What Class is and What Class is Not

Class Is Designed…

- To give you the basic knowledge and skills you need to perform your tasks in COS as well as to perform any related business processes
- To demonstrate how you can further develop your skills by using the classroom materials and online COS training material

Class is Not Designed…

- For your specific division or agency procedures and policies

- To be inclusive of all of the scenarios you may encounter in your current job role

Basic Terminology

Career Opportunities System (COS)

The Commonwealth's recruitment tool consists of two parts:

- The Kenexa 2x BrassRing™ website which Commonwealth employees use to perform their daily tasks
- The Talent Gateway which candidates use to search for and apply to posted vacancies

Form

- Basis of workflow and all actions in COS

- Used to document each step in an applicant's progress from initial application to appointment

Requisition (req)

- The request to fill a job vacancy is initiated by the agency
- The requisition *form* contains all information relative to a job vacancy
- A req is posted for a minimum of 10 days
- An agency may request that it be posted for longer than 10 days

Immediate Fill Requisition (req)

- "Immediate Fill" positions are generally not posted online for the standard 10 day minimum, but the agency may request to do so. Otherwise they are available for applicants to apply to 365 days per year as an "Immediate Fill" posting.

Preferred Skills Questions (PSQs)

- An agency-developed question relative to a skill set which the candidate responds to at the time of self-nomination

- The agency may then incorporate this as part of their evaluation process under 101KAR 2:066 Section 3

- A list of PSQs can be found at : http://personnel.ky.gov/employment/psq/default/

Auto req ID

- The COS system-assigned, alpha-numeric code with the format xxxxxBR (where xxxxx is a five-digit number) unique to every requisition

- Assigned once the requisition has been saved the first time
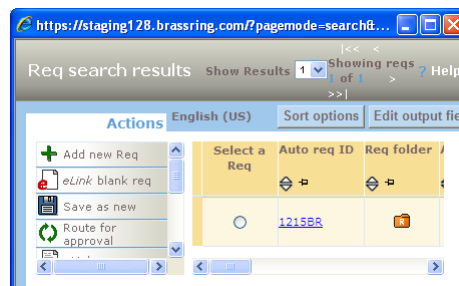
Requisition Folder (Req folder)

- Contains the applicants that self-nominate to your posting
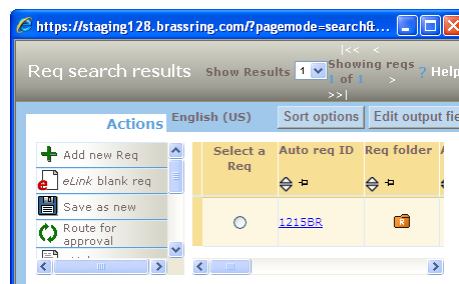
Course Agenda

- Welcome Screen
- Creating a Requisition
- Talent Record
- Working a Register
- Setting Output Fields
- MQ Review v. Bypass Review
- Special Candidate Types
- eLinking
- Appointing a Candidate

Welcome Screen

Log in to COS

Kenexa 2x BrassRing™
(AL1 and AL2 eLink users' Portal Panel view

My Open Reqs – portal panel

Select these column headings:
- [Req fields (standard)] **Auto Req ID**
- [Req fields (standard)] **Class Title:**
- [Req fields (standard)] **Attachments**
- [Req fields (custom)] **Requisition Status:**
- [Req fields (standard)] **# of Vacancies:**
- [HR Status] **QA Review Pending**
- [HR Status] **QA Review Approved**

Creating a Requisition

In order to create a req in COS:

• Receive the "Request for Personnel Action Exemption" (PAE) from the Governor's office

• The **30 million number** is the position number and should be on the PAE- *unless it is a newly established position*

• Then, once the newly established position can be *validated* in KHRIS, a request for a register may be made in COS

• A request for a register is done by filling out a requisition form in COS

Create the requisition in COS

• All job vacancies that are posted in COS require the completion of a requisition form

• All fields labeled with a red asterisk (*) are required fields and must be completed

Creating and Routing a Requisition

- Route the requisition to the "Agency Approver"
  - Some agencies' business rules require approval of a requisition by a central office "approver"
  - Agencies not requiring a formal approval process will approve their requisitions themselves before routing the request to the Personnel Cabinet for final review and approval

Final approval of a requisition

- The Personnel Cabinet has final approval of a requisition
- A req may be placed on "Hold" for various reasons (the agency will be notified)
  - Incorrect information
  - Lacks approval by the "Agency Approver"
  - Does not match information on PAE or position number in KHRIS
- All Requisition Team members will receive an automatic email notification when final approval has been made by the Personnel Cabinet

10- Day Posting

- Automatically posted for a standard ten day period (includes weekends)
- All fields labeled with a red asterisk (*) are required fields and must be completed
- Description of Job Duties may be detailed
- Must indicate whether it is "Competitive" or "Full-Internal Mobility"
- May include "Preferred Skills Questions (PSQs)
- May add Requisition Team members

Immediate Fill

- All fields labeled with a red asterisk (*) are required fields and must be completed
- County location must be indicated
- Description of Job Duties may simply read "Immediate Fill"
- Not necessary to indicate whether it is "Competitive" or "Full-Internal Mobility"
- May not add additional PSQs to requisition
- May add Requisition Team members

Talent Record

Talent Record

- Electronic document that stores all information about a candidate including applications, resumes, system forms, HR Status history, communication, eLink history and attachments

Talent Gateway Form

- The form which contains the Merit Application for Employment

Job Response Form

- Contains the responses to the "Preferred Skills Questions" for a given requisition and all questions from the Talent Gateway Form that were answered by the applicant

Sending System Communications

- System communications are sent to candidates to provide them with information relevant to their self-nomination to a requisition
  - Agencies needing additional templates should contact the Register Branch
- These communications can be sent from the requisition folder or the candidate's Talent Record
  - In order to send information specific to the requisition, communications must be sent from the requisition folder

Working a Register

Register vs. Requisition

- **"Register" means any *official list of eligibles* for a particular class** and, except as provided in this chapter, placed in rank order according to the examination scores maintained for use in making original appointments or promotions to positions in the classified service; **(KRS.18A.005)**

Certified Register Report

- The agency will receive a notification from the Personnel Cabinet with the procedures defining the method of compliance *(Note: please see attached handout)*
- The certified register report will be "attached" to the requisition in COS
- This is seen as a yellow icon in the *Attachments* column

Certified Register Report (pdf)

HR Status
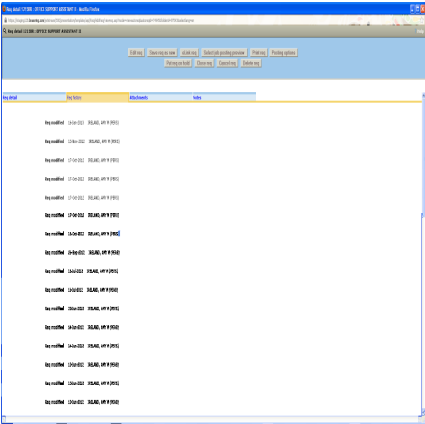
10- Day Posting	Immediate Fill

- Candidates are certified out to the agency via the certified register report
- Certified – COMP
- Certified – FIM
- Certified - REM
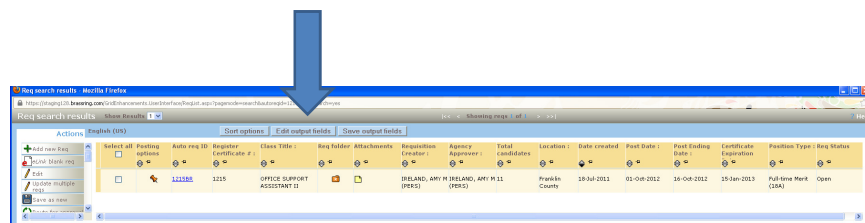
Req Detail & Req History

Req Detail

Req History

Setting Output Fields

Req search: Edit output fields

Edit output fields for req search:

- *ReqS: Posting Options*
- *ReqS: Auto req ID*
- *ReqS: Req Folder*
- *Req S: Attachments*
- *ReqS: Class Title*
- *ReqS: Total Candidates*
- *ReqS: Location*
- *Post Date*
- *Post Ending Date*
- *ReqS: Agency Approver*
- *ReqS: Requisition Creator*
- *ReqS: Req Status*
- *Certificate Expiration Date:*
- *ReqS: Date opened*
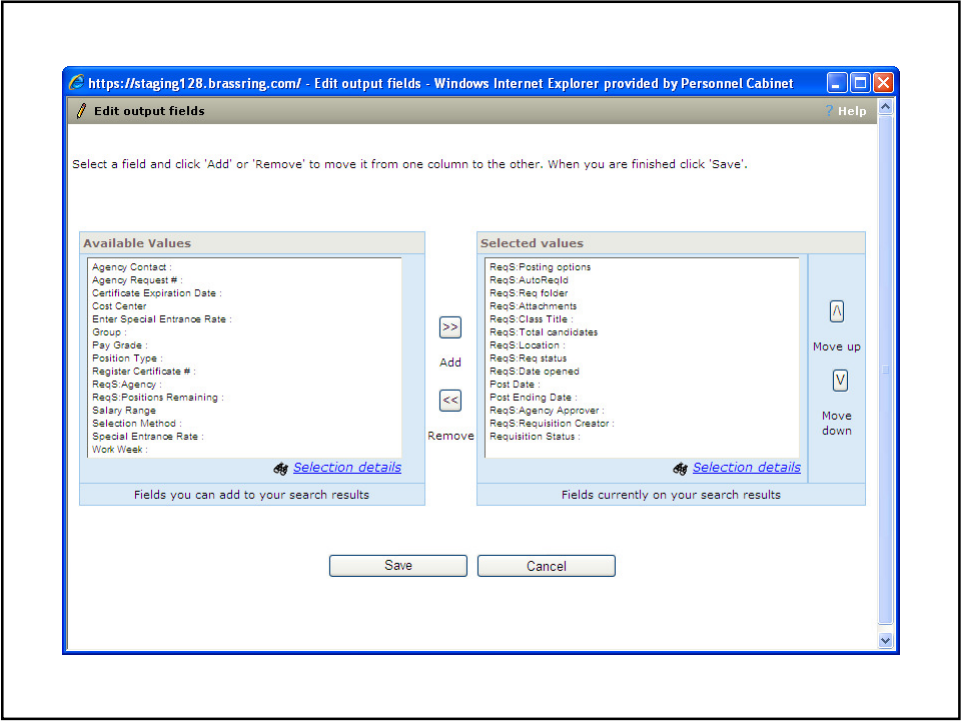
Req folder: Edit output fields

Edit output fields for req folder:

- *Candidate ref num*
- *Name*
- *[Talent-Gateway]SSN (###-##-####):*
- *HR status*
- *Forms*
- *HR status (click to update)*
- *Updated by*
- *HR status date*
- *Candidate type*
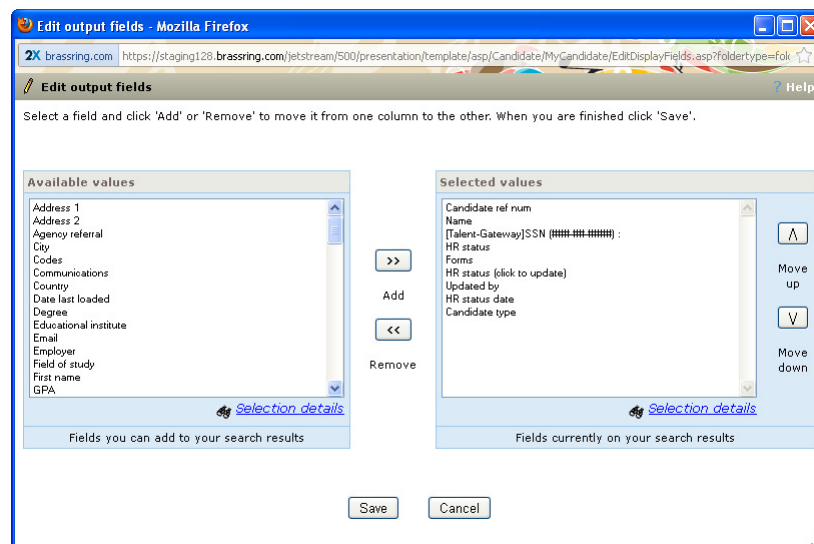
Filtering Folders

Filtering a req folder allows you to display applicants according to specific search criteria.

• You can search for candidates with specific skills
  - Education
  - Licenses
  - Etc.

• You can search for candidates based on how they answered (most) PSQs

Edit search fields

MQ Review
v.
Bypass Review

HR Status

10- Day Posting

Immediate Fill

Candidates are certified out to the agency via the certified register report:

- Certified – COMP
- Certified – FIM
- Certified - REM

MQ Review Requests

- Agency determines candidates to be considered for interview, including veterans identified as such on the certified register report
- Interviews are not to be conducted prior to review for minimum qualifications by the Personnel Cabinet
- Agency submits request via e-mail or e-link with req ID and names to PERS.MQR@Ky.gov

  - **Do <u>not</u> put SSN's in e-mail**
  - Subject line of e-mail to be: XXXXXBR MQR
  - MQR e-mail will be accepted from any Requisition Team member or Requisition Creator

MQ Review Requests - cont.

Minimum Qualification (MQ) reviews are conducted by the Personnel Cabinet's Division of Career Opportunities (DCO). HR Statuses shall be updated as follows:

- *6 - Approved MQ* – Agency may proceed with offer of interview
- *7 - Rejected MQ* – Agency shall not consider this candidate
- *5 - Inconclusive MQ* – Agency shall not consider this candidate

DCO e-mails Requisition Team members when the MQR is complete.

HR Status Workflow: 10 – Day Posting

- Certified - FIM / COMP / REM
- 4 - MQ Review Requested *(Note: Agency may update to this status)*
- 6 - Approved MQ *(Note: only the Personnel Cabinet may update to this status)*
- Interview Offered *(Note: Agency may update to this status)*
- QA Review Pending *(Note: Agency may update to this status)*
- QA Review Approved / Rejected *(Note: only the Personnel Cabinet may update to this status)*
- Appoint *(Note: Agency may update to this status)*
- Appointment Form PC Review Complete *(Note: only the Personnel Cabinet may update to this status)*

What causes Inconclusive MQ?

5 - Inconclusive MQ

- Incomplete Application
  - Dates of employment not listed
  - Job duties not listed
  - Number of hours worked left blank
  - Certifications/Licenses not listed
  - Education information incomplete
    - semester hours earned
    - graduation dates

6- Approved MQ

Upon DCO completion of the MQ review, the agency:

- Reviews the requisition folder containing the "6 - Approved MQ" candidates
- Conducts interviews as appropriate
- Selects candidate(s) for QA review by the Personnel Cabinet by setting their HR Status to "QA Review Pending"

Bypass of Personnel Cabinet Review

Immediate Fill requisitions only:

- Applications for these titles are reviewed prior to register certification

- Agency updates designated candidates' HR statuses to *Bypass Pers Cab Review*

- This bypass shall only be used for Immediate Fill requisitions that were not posted for a 10-day period

- Agency proceeds with selection process and update of HR Statuses as appropriate

HR Status Workflow: Immediate Fill

- Certified – FIM/ COMP/ REM
- Bypass Pers Cab Review *(Note: Agency may update to this status)*
- Interview Offered *(Note: Agency may update to this status)*
- QA Review Pending *(Note: Agency may update to this status)*
- QA Review Approved/ Rejected *(Note: only the Personnel Cabinet may update to this status)*
- Appoint *(Note: Agency may update to this status)*
- Appointment Form PC Review Complete *(Note: only the Personnel Cabinet may update to this status)*

Personnel Cabinet HR Statuses

These HR Statuses are **exclusive** to the Personnel Cabinet and are not to be used by COS agency users:

- Admin Req Closure
- 6 - Approved MQ (*Note: okay to update "from" this status*)
- 7 - Rejected MQ
- 5 - Inconclusive MQ
- QA Review Approved (*Note: okay to update "from" this status*)
- QA Review Rejected
- QA Review Incomplete
- Appointment Form PC Review Complete

Special Candidate Types

Reemployment Candidates

- Is a former state employee who had merit status and was laid-off through no fault of their own
- By law, REMs have re-hire rights that supersede those of all other applicants
- *For guidance regarding Reemployment:* KRS 18A.110, KRS 113, KRS 18A.130, KRS18A.135

Reemployment Candidates – cont.

- A certified register report is generated and will contain all of the REM candidates who applied, as well as all of the internal mobility candidates

Veteran Candidates

In accordance with KRS 18A.150, prior to making an appointment to a merit job posting, the agency must:

- **Offer an interview to at least five candidates with Veterans' preference**

Veteran Candidates – cont.

If the number of qualified veterans submitted for MQ Review does not satisfy KRS 18A.150, then the following:

- If no veterans are submitted for MQ Review, and there are eligible veterans on the certified register report, the MQ Review request will be returned to the agency

- If eligible veterans are submitted for MQ Review, and less than five are approved, all remaining veterans on the certified register report will be reviewed for minimum qualifications; those with an Approved MQ will be listed in an email to the agency

Veteran's Preference – "Yes"

- The certified register report is the official source for compliance regarding the verification of veteran's preference- those candidates who have verified their veterans' preference with the Personnel Cabinet are identified with a "**Yes**" in the Veteran's Preference column of the certified register report.

- The statutory obligation to *offer* an interview only includes those with preference at the *exact time of certification.*

Candidate type

- Converted
- COS
- Inactive
- Invalid SSN
- Merged Account
- Paper Submission
- Re-employment
- Subject to Layoff

https://trm128.brassring.com/ - Sele...

Selection details

- ☑ All
- ☐ Converted
- ☐ COS
- ☐ Inactive
- ☐ Invalid SSN
- ☐ Merged Account
- ☐ Paper Submission
- ☐ Re-employment
- ☐ Subject To Layoff

OK   Cancel
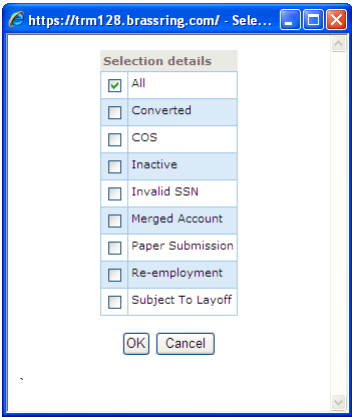
eLinking

eLink

Link embedded within an e-mail which can be sent to non-COS users in order to give them *limited* access to COS functions such as:

- reviewing applications
- reviewing newly created reqs

Sending eLinks

- eLinks are intended to be sent to allow limited access into the Talent Records of candidates chosen by the eLink sender.

- The eLink sender determines what the eLink recipient will be able to view

Sending eLinks – cont.

It is recommended that you:

- eLink only the Job Response Form
- Send only 30 at a time; no more than 50 at a time
- Use Firefox instead of Internet Explorer (it's faster)
- Practice by sending eLinks to yourself

Accessing eLinks

In order to access information from an eLink:

- eLinks allow non-users limited access to COS without requiring a user type and system-wide training
- The eLink recipient will access the eLink via email
- ***Access is limited to four clicks or seven days***

Accessing eLinks – cont.

In order to access information from an eLink:

- Recipients click open each hyperlink received via email for each individual
- Select the "forms" tab to view the form that was eLinked
- ***Access is limited to four clicks or seven days***

Appointing a Candidate

QA Review

- The HR status of "QA Review Pending" is used by the agency to identify selected candidates in need of a background check
- These candidates have already gone through the interview process and *may* be extended a job offer pending the background check
- The Personnel Cabinet will perform a background check on the candidate

QA Review – cont.

- The Personnel Cabinet will conduct a background check through the Administrative Office of the Courts (AOC) on those candidate(s) that the agency flags for potential appointment
- The HR status is then updated to "QA Review Approved" by the Personnel Cabinet once the background check has been completed

KHRIS and COS

- Once the candidate's HR status has been set to "QA Review Approved" by the Personnel Cabinet, the agency may move the selected candidate to "Appoint" in COS prior to the end of the "Certificate Expiration Date"
- Then the agency may appoint directly into KHRIS
- KHRIS will route the "Appoint" to the proper channels for approval

Appoint

- The hiring agency updates a candidate's COS HR status to *Appoint* to indicate an impending register action in KHRIS.
- The agency must set the HR Status to "Appoint" prior to the end of the Certificate Expiration date
- *However*, an Appoint status set more than 30 days ago is a red flag that requires investigation

Appoint – cont.

Common reasons for the lingering *Appoint* status:

- The hiring agency decided not to move forward with the action
- The effective date of the register action has been legitimately delayed
- The hiring agency initiated an action that was not a register action (lateral transfer or demotion)
- The register action did not appear in the Register Branch worklist as expected

Appoint – cont.

- If determined to be a register action, the "Appoint" HR status is reviewed retroactively
- If determined to be a non-register action, the COS HR status is changed to "Interview – Considered"
- If there is no action and the register has expired, the COS HR status is changed to "Interview – Considered" and closed the req
- If there is no action and the register has not expired, DCO will consult with the hiring agency prior to changing the HR status

Agency Guidelines

- It is improper to be a candidate for a merit vacancy where you serve as a COS req creator, agency approver, Requisition Team member, or agency contact.
- *Please contact the Personnel Cabinet for assistance.*
- HR Administrators are meant to be the first point of contact for questions from Requisition Team members (Agency Level 3, Agency Level 4, and hiring managers) regarding reqs.

Help Desk Support

If you experience technical difficulties accessing COS, or once you are in COS, please use the following resource:

COS Help Desk: COSHelp@ky.gov

Please be as detailed as possible when sending an e-mail requesting assistance.